

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Management Officer, MIS

DATE: 8 April 1954

FROM : Chief, Records Management Branch, MIS

SUBJECT: Non-Military Defense Program Memorandum-VI-2

1. I discussed the attached memorandum from the Office of Defense Mobilization with Mr. Alldredge, Deputy Chief, Records Management Division, National Archives and Records Services. He indicated that the location of the indispensable records repository need not be indicated as required in item 1(a) of the status report requested by the Office of Defense Mobilization. Also item 2 of the status report can be so worded as to show only a general description of records. Items 1 and 2 can be further completed to show the words "Classified Material."

2. There is attached a suggested reply to this request giving the information requested for items 1, 2 and 4. I have purposely omitted any indication of names to show in item 3 of the status report. I suggest that my name and Mr. [REDACTED] be indicated in item 3(a). I do not believe that it will be necessary to make [REDACTED] any indication of names in item 3(b).

3. Mr. Alldredge explained that the significance with respect to the report is for the General Services Administration to be in a position to certify to the Bureau of the Budget that this Agency has established an indispensable records program for emergency use. I am sure that the program that we now have in operation is adequate and would meet the normal requirements of any emergency.

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Attachment

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